FOUR "EASY" STEPS

TRANSITIONING OF
INVESTMENT ADVISER REPRESENTATIVES

(1) Your firm must first become entitled to use Web CRD.

1. If you are the **primary** or **alternate account administrator** and responsible for entering investment adviser representative filings for your firm, you must complete an **AAEF (Account Administrator Entitlement Form)** to assign yourself CRD privileges. (This form is available on the Division website at **http://www.ccsd.cc.state.az.us**. Click the Forms hyperlink and Investment Adviser hyperlink. The AAEF is the last form on the page. Please print page 15 of the entitlement packet to retrieve the form.) After completing the form, please fax to the NASD at (240) 386-4669. Within 24 to 48 hours, you will be given access to file electronically on Web CRD.

2. If, as the **account administrator**, you have **employees** who are already **entitled** as a "user" on the IARD and they will be entering investment adviser representative filings on Web CRD for your firm, please refer to **Chapter Two in the Firm User's Manual** (Pages 8-11), for specific instructions to authorize them for CRD privileges. (From the Division web site, click the Forms hyperlink and the Investment Adviser hyperlink. Scroll to "Other Forms and Documents. Click Entitlement Instructions –Web CRD Privileges (User) to access Chapter Two of the Firm User's Manual.)

(2) Submit a $45.00 initial set-up fee to the NASD for each investment adviser representative that you wish to transition. You will not be able to "transition" them on Web CRD unless funds are deposited in your **Daily Account** with the NASD. Checks are to be made payable to the NASD Regulation, Inc. and sent to:

NASD Regulation, Inc., CRD/IARD
PO Box 7777-W9995
Philadelphia, PA 19175-9995

(3) "Transition" all currently licensed investment adviser representatives on Web CRD.

1. From the CRD site map, click the **IARD Transition Registration Search** hyperlink.

or

1a. Click the **Individual** Tab from the Tool Bar, choose **Non- Filing Info** from the Sub-Menu and click the **IARD Transition Registration Search** hyperlink.
{Result:} The *IARD Transition Registration Search Criteria* screen opens.

2. Type a combination or one of the following: Individual's **CRD Number, Last Name**, and/or **Social Security Number.**
3. Click the **Search** button.
{Result:} The *Transition Registration Search Results* opens providing a list of names that you can page through to find the individual.
4. If the individual exists in CRD, click the **Name** hyperlink

or

4a. If the individual does not exist in CRD, type the individual's **Social Security Number** twice and **Birth Date** in the **Create a New Individual** fields and click the **Create New ID** button. If you searched by Social Security Number in step 2, also type the individual's **Last Name** and **First Name.**
{Result:} The *NFI Transition Registration Request* screen opens.
5. Type the **Employment Start Date** and **Office of Employment Address.**
6. Click the **Private Residence** box (for future use) if the Office of Employment address is a private residence.
7. Place a check mark in the **RA** box (es) for each state where the individual is currently registered.
8. Click the **Submit Request** button.
9. Click the **OK** button once you have confirmed that the correct states are marked and employment information is accurate. If the states are marked incorrectly or employment information is not accurate, click the **Cancel** button and return to steps 5 or 7.
{Result:} A message appears on the *NFI Transition Registration Request* screen indicating that the transition registration request has been submitted successfully.

(4) Submit a Form U-4 Amendment through Web CRD.

1. From the CRD Site Map, click the **Amendment** hyperlink.

or

1a. Click the **Forms** Tab from the Tool Bar, choose **U-4 Form** from the Sub-Menu and click the **Amendment** hyperlink.
{Result:} The *Individual Search Criteria* screen opens.
2. Type at least one of the following: Individual's **Last Name** and at least two (2) characters of the **First Name, CRD Number** and/or **Social Security Number.** For a more specific search, type a **Middle Name** and **Birth Date** to locate the individual.
3. Click the **Search** button.
{Result:} The system provides a list of names that you can page through to find the individual.
4. Click the **Name** hyperlink.
{Result:} The *General Instructions* screen opens.
5. Click each section of the **U-4 Filing** from the Navigation Bar or Footer, type the appropriate information and click the **Save** button.
6. Click **Completeness Check** from the Submissions Menu or Navigation footer. If attempting to submit the form filing with incomplete fields, the Completeness Check error screen will open. Click the **Error Location** hyperlink(s) and complete the necessary fields until all errors have been corrected.
7. Click **Print Preview** from the Submissions Menu or Navigation Footer. Click a section from the Navigation Bar or Footer to view and print that section or choose **All Pages** to view or print the form in its entirety.
8. Click **File** from the Browser's Menu Bar and choose **Print** from the drop-down menu.
9. Click **Submit Filing** from the Submissions Menu or Navigation Footer when ready to submit the filing to CRD.
10. Click the **Submit Filing** button.
11. Click the **OK** button.